

Active Employee Benefit Enrollment Grid and List of Required Documentation

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Event Type	Window Allowed to Elect Benefits	Enrollment Effective Date	Supporting Documentation Needed to Add Legal Spouse	Supporting Documentation Needed to Add Child/Step-Child up to Age 26 or Unmarried Disabled Child	Supporting Documentation Needed to Add Adopted Child up to Age 26	Supporting Documentation Needed to Add Child Under Legal Guardianship or QMCSO	Notes
New Hire Benefits Eligible (PT or FT)	45 Days from Date of Hire	1st of the month following one full month of employment <i>Note: If an employee is hired and works on the 1st day of a month, their benefits will begin on the 1st of the month following date of hire.</i>	<p>If within 90 days of marriage, marriage certificate only. If married over 90 days ago, marriage certificate AND ONE of the following documents to show marriage is current:</p> <ul style="list-style-type: none"> Page 1 of employee's current Federal Income Tax Return AND one of the following: <ul style="list-style-type: none"> Signature page with names and signatures of both employee and spouse; or Email confirmation of certificate of filing listing the spouse. Mortgage statement, home equity loan, lease agreement, automobile registration, credit card or account statement, utility bill, or property tax document. Document must be dated within last 90 days. <p><i>Note: if the document lists SPOUSE ONLY it must reflect an address that is the same as the employee's address</i></p>	<p>Child: Birth Certificate listing employee as parent.</p> <p>Step-Child: Marriage Certificate (indicating stepchild's biological parent is married to employee), AND Birth Certificate of stepchild listing spouse as parent</p> <p>Disabled Child: Birth Certificate listing employee or spouse as parent. <i>(Please see Anthem benefit booklet for criteria for covering disabled children beyond age 26)</i></p>	<p>Adoption paperwork OR Birth Certificate listing employee as a parent</p> <p><i>When enrolling, child's name can be the name the adoptive parents elect. Adoptive parents should supply birth certificate as soon as possible.</i></p>	<p>Birth Certificate AND Court Order signed by a judge verifying legal custody of the child; OR Medical Support Order issued by a State agency</p> <p>If order is temporary, employee must notify HR immediately if order is revoked or expires so child can be removed.</p> <p>Grandchildren can only be covered if the employee has a legal guardianship or has adopted the grandchild.</p>	<p><u>Unacceptable doc's:</u></p> <ul style="list-style-type: none"> Keepsake marriage document issued by the church Keepsake birth document from the hospital (with footprints) Parent Notice (must bring this notice to town/city hall to obtain birth cert) <p><u>Legally Separated and Divorced Ex-Spouses and former stepchildren:</u></p> <p>A legally separated or divorced ex-spouse and their children are NOT eligible dependents, even if a divorce decree mandates that you insure them, so they cannot be added to your coverage.</p>
Rehire more than a year Benefits Eligible (PT or FT)	45 Days from Date of Rehire	Same as above	Same as above	Same as above	Same as above	Same as above	Same as above
Rehire less than a year Benefits Eligible (PT or FT)	45 Days from Date of Rehire	1st of the month following date of rehire	Same as above	Same as above	Same as above	Same as above	Same as above

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Not Benefit Eligible Position to Benefit Eligible Position (PT or FT)	45 Days from Date of becoming Benefits eligible	1st of the month following one full month of employment as a benefit eligible employee (PT or FT)	<p>If within 90 days of marriage, marriage certificate only. If married over 90 days ago, marriage certificate AND ONE of the following documents to show marriage is current:</p> <ul style="list-style-type: none"> Page 1 of employee's current Federal Income Tax Return AND one of the following: <ul style="list-style-type: none"> Signature page with names and signatures of both employee and spouse; or Email confirmation of certificate of filing listing the spouse. Mortgage statement, home equity loan, lease agreement, automobile registration, credit card or account statement, utility bill, or property tax document. Document must be dated within last 90 days. <p><i>Note: if the document lists SPOUSE ONLY it must reflect an address that is the same as the employee's address</i></p>	<p>Child: Birth Certificate listing employee as parent.</p> <p>Step-Child: Marriage Certificate (indicating stepchild's biological parent is married to employee), AND Birth Certificate of stepchild listing spouse as parent</p> <p>Disabled Child: Birth Certificate listing employee or spouse as parent. <i>(Please see Anthem benefit booklet for criteria for covering disabled children beyond age 26)</i></p>	<p>Adoption paperwork OR Birth Certificate listing employee as a parent</p> <p><i>When enrolling, child's name can be the name the adoptive parents elect. Adoptive parents should supply birth certificate as soon as possible.</i></p>	<p>Birth Certificate AND Court Order signed by a judge verifying legal custody of the child; OR Medical Support Order issued by a State agency</p> <p>If order is temporary, employee must notify HR immediately if order is revoked or expires so child can be removed.</p> <p>Grandchildren can only be covered if the employee has a legal guardianship or has adopted the grandchild.</p>	<p><u>Unacceptable:</u></p> <ul style="list-style-type: none"> Keepsake marriage document issued by the church Keepsake birth document from the hospital (with footprints) Parent Notice (must bring this notice to town/city hall to obtain birth cert) <p><u>Legally Separated and Divorced Ex-Spouses and former stepchildren:</u></p> <p>A legally separated or divorced ex-spouse and their children are NOT eligible dependents, even if a divorce decree mandates that you insure them, so they cannot be added to your coverage.</p>
Part-Time with Benefits to Full-Time with Benefits	Not applicable- This is not a life event but a change in benefit contribution	Deduction change will be effective the first of the month following status change	<p style="text-align: center;">No documentation required if provided upon initial enrollment. Send enrollment form to DOP so benefit contribution is updated.</p>				

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Marriage Event	30 Days from Date of Marriage	1st of the month following receipt of enrollment paperwork & supporting documentation	Marriage certificate	Birth Certificate of stepchild listing spouse as parent	Adoption paperwork OR Birth Certificate listing spouse as parent		Unacceptable: Keepsake marriage document issued by the church
Birth Event	90 Days from Date of Birth	Date of Birth Event		Birth Certificate listing employee as parent			Unacceptable: <ul style="list-style-type: none"> Keepsake from hospital Parent Notice
Adoption Event	90 Days from Date of Placement or Adoption	Date of Placement or Adoption			Adoption paperwork OR Birth Certificate listing employee as a parent		<i>When enrolling, child's name can be the name the adoptive parents elect. Adoptive parents should supply birth certificate as soon as possible.</i>
Loss of other coverage employee and/or Dependents	30 Days from the Date of Loss of Other Coverage	1st of the month following receipt of enrollment paperwork & supporting documentation	Employer letter or letter from insurer, with name of member and the date coverage ended AND Marriage Certificate. If marriage is over 90 days old, additional documentation showing marriage is current.	Employer letter or letter from insurer, with name of member and the date coverage ended AND Birth Certificate	Employer letter or letter from insurer, with name of member and the date coverage ended AND Birth Certificate or Adoption Paperwork		
Court Order: Legal Guardianship or QMCSO (Medical Support Order)	30 Days from Date of Judgment	1st of the month following receipt of enrollment paperwork & supporting documentation				Birth Certificate AND Temporary or Permanent Court Order signed by a judge verifying legal custody of Child; OR QMCSO issued by a State agency	If court order is temporary, employee must notify HR immediately if order is revoked or expires so child can be removed. Grandchildren can only be covered if the employee has a legal guardianship or has adopted the grandchild.

Active Employee Benefit Termination Grid and List of Required Documentation

Event Type	Window Allowed to Elect Benefits	Termination Effective Date	Supporting Documentation Needed to Remove Spouse	Supporting Documentation Needed to Remove Child	Notes
Divorce or Legal Separation	60 Days from Date of Judgment	End of the month following the Date Divorce or Legal Separation became final	<ul style="list-style-type: none"> Decree of Divorce - The page with the date and judges signature (preferably the entire document) OR Certificate of Divorce or Legal Separation (legal document from the State) which is issued after the Decree of Divorce is processed by the courts 	<ul style="list-style-type: none"> Decree of Divorce - The page with the date and judges signature (preferably the entire document) OR Certificate of Divorce or Legal Separation (legal document from the State) which is issued after the Decree of Divorce is processed by the courts 	<p><u>Unacceptable:</u> Notice of Decision</p> <p><u>Ex-Spouses and former stepchildren:</u> A legally separated or divorced ex-spouse and their children are NOT eligible dependents, even if a divorce decree mandates that you insure them, so they must be removed from your policy.</p> <p>Employee has an affirmative duty to notify their HR when they are legally separated or divorced and need to remove their ex-spouse and former stepchildren from their health plan.</p>
Death Event (for Employee)	30 Days from Date of Death	Employee Only: End of the month following date of death; Spouse/Child on Plan: see note	Employee Death Certificate	Employee Death Certificate	<p>Agency will process term in NH FIRST. Once term is processed in NH FIRST, DOP will process benefit termination.</p> <p>Dependents get an extra month of coverage when Active Employee passes away.</p>
Death Event (for Spouse or Child)	30 Days from Date of Death	End of month following date of death	Spouse Death Certificate	Child Death Certificate	
Access to Other Coverage (<i>Voluntary Term</i>)	30 Days from Start Date of Other Ins (see note)	End of month following receipt of enrollment paperwork & supporting documentation	Proof of Other Coverage: <ul style="list-style-type: none"> letter from the employer on their letterhead, or from insurer, showing name of covered member and the date coverage began OR copy of insurance card with name and ID number 	Proof of Other Coverage: <ul style="list-style-type: none"> letter from the employer on their letterhead, or from insurer, showing name of covered member and the date coverage began OR copy of insurance card with name and ID number 	If documentation is received more than 30 days after other insurance began, or documentation does not indicate the start date of coverage, termination of State plan will occur at end of month following receipt of documentation.
Expiration of Legal Guardianship or QMCSO	30 Days from Date of Court Order	End of month following Date of Court Order		Court Order signed by a judge verifying legal custody of the child has ended; OR State Issued Document showing Medical Support Order has ended	
Child Age Out (Turning 26) – on Dental Only	30 Days from Date Child Turns 26	End of month following 26 th birthday		See note	Anthem sends a monthly report of children turning 26. However, if child is on dental coverage only, Life Event Change form is needed.